City of Lafayette Staff Report

For:	City Council
By:	Tracy Robinson, Administrative Services Director
Date Written:	July 29, 2009
Meeting Date:	August 10, 2009
Subject:	Disposal of Surplus City Equipment

Introduction
The Purchasing Ordinance provides that City Council may declare City equipment as surplus when it is obsolete, worn out, or no longer used. Please see attached list for details.

Discussion
The purchasing ordinance provides that the surplus property may be offered for sale by the most effective method. Staff has researched the various options and found First Capitol Inc., located in Vallejo, which specializes in auctioning surplus government equipment. First Capitol will pick up the equipment from our location at no charge and return a portion of the proceeds to the City. Any equipment or furniture remaining unsold after the auction will be disposed of by First Capitol at their expense.

Fiscal Impact
There will be no expenses and any proceeds will be deposited in the General Fund.

Recommendation
Declare that the equipment is surplus property.

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Auction Items - August 2009

large file cabinet
pickup tool box
3 traffic signal poles
4 traffic signal poles heads / lamps
4 outside parking lights-white
7 outside parking lights-brown
2 green 5 drawer file cabinets
1 black 4 drawer file cabinet
Compaq Evo computer hard drive
Hitachi computer monitor
2 pole saws
2 HP Sure Show Optical Reader
Nikkon 90S Camera
Sony Digital Mavica Camera
3 Dell Docking Stations
NEC Cordless Phone
NEC Phone Charger
1 HP Docking Station
1 NEC Phone
1 HP Laser Jet 4200/4300 Series Printer
1 Desk Chair
1 Gateway Monitor
Net Server
1 Panasonic Laser Fax
1 Epson Stylus C62 - Printer
2 HP Keyboards
2 HP – CPU's
1 Battery charger for a laptop